

Miami County Building Commission Building Procedures

1. Submit two (2) copies of the plot plan along with two (2) sets of blueprints to the Building Commissioners office. The application for the permit should be completed at this time.
2. We may require **48 hours** to review the application, plot plans and blueprints, if everything is in order the building permit will be issued.
3. A building permit must be picked up. Permits will not be mailed out.
4. The building permit shall be posted in a conspicuous location, visible from the road, on the premises, and shall remain in place during the entire period of construction.
5. The building permit becomes void if an inspection has not been done within a year.
6. The Building Commissioner must approve any changes or deviations made from the original application. A new building permit may be required.
7. A temporary construction entrance must be installed in conjunction with the initial grading operations.
8. Trash and debris containments are required at each building site under construction. Burying or burning trash or debris on construction site is strictly prohibited.
9. Restroom facility (port-o-let or equivalent) shall be provided within four hundred feet (400) of each lot under construction.
10. For all building inspections call in **24 HOUR ADVANCE NOTICE**.
11. Failure to follow these procedures will result in your project being red tagged.
12. The structure **shall not** be occupied until all inspections have been made and approved and a **Certificate of Occupancy** has been issued.

Special reminder on some inspections:

- a. **Footing** – Must be inspected before they are poured.
- b. **Foundation** – Must be inspected before it is poured.
- c. **Underslab** – Must be inspected after backfill and prior to pouring cement.
- d. **Rough-in** – Structural, HVAC, Plumbing, and Electrical all need to be inspected before insulation or drywall is installed. **Note:** The fireplace is inspected at this time.
- e. **Final** – Includes grading and sidewalk inspection. This is when the Certificate of Occupancy is issued.

Failure to comply with Miami County Building Commission Procedures could result in penalties.